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4 MAY 1988

MEMORANDUM FOR: Director of SIGINT Operations, DS&T

FROM: John M. Ray
Director of Logistics

SUBJECT: Procurement Management Review of OSO/C&PS

1. The Procurement Management Staff, Office of Logistics (OL/PMS), which has the responsibility for the review and monitoring of the Agency's procurement system, is continuing a program of procurement management reviews (PMR) of all procurement units involved in Agency acquisition. OL/PMS plans to begin a PMR of the Office of SIGINT Operations Contracts and Procurement Staff (OSO/C&PS) in May 1988. The PMR is not intended to be an audit or inspection along the lines of the Inspector General's activities, nor is it intended to create additional work for OSO/C&PS or OSO program managers. Rather, its purpose is to support the efforts of OSO/C&PS and to assist you and your program managers in performing your mission more effectively.

STAT 2. The two-member PMR team will be headed by [redacted] PMR Officer. Its review will address five major areas:

- Management of the Procurement Function
- Preaward Contract Activities
- Contract Award Activities
- Contract Administration
- Contract Settlement and Closeout

The review of the above areas will involve interviews with the members of OSO/C&PS and program personnel and the perusal of a representative sample of contract files, including requests for proposals, active contracts, contracts in settlement, and settled contracts.

STAT 3. The Chief, C&PS/OSO, [redacted] is aware of this
STAT planned PMR. The PMR team will be working in close coordination with [redacted] throughout the review.

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4. Once again, we wish to assure you that the purpose of the PMR is to work in a constructive manner with OSO to enable the identification of improvements in the quality of the OSO/C&PS procurement unit and to provide remedies for current difficulties that OSO/C&PS may be experiencing.

STAT



John M. Ray

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STAT OL/PMS (4 May 88)

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